TEACHER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

DEFINITION

To provide a safe, enriching and challenging learning environment for preschool age children; to teach children a variety of basic skills; to lead lessons, games and activities; and to perform a variety of tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned Recreation Program Coordinator or Recreation Supervisor.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS - Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- 1. Plan and prepare curriculum for preschool children; plan, prepare and implement lessons, activities and art projects.
- 2. Instruct children in various basic skills including but not limited to colors, shapes and alphabet familiarization; assist children in developing social skills.
- 3. Supervise children during indoor and outdoor play, free time, nap time and field trips; assist in resolving interpersonal conflicts.
- 4. Lead children in a variety of lessons, games and activities including circle time, songs and show and tell; provide playground supervision during physical education.
- 5. Prepare and serve nutritious lunches and snacks to children.
- 6. Assist children in toilet training; change diapers as needed.
- 7. Administer first aid to children as needed; dispense medication to children as authorized by doctor.
- 8. Interact and communicate with parents; provide information regarding their child's progress.

Marginal Functions:

- 1. Maintain cleanliness and neatness in the classroom.
- 2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of early childhood development. Instructional methods and techniques. Methods and techniques of lesson planning. Principles and practices of leadership.

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Principles and techniques of conflict resolution.

Pertinent Federal, State and local codes, laws and regulations.

Ability_to:

Teach children a variety of basic skills.

Prepare and implement lessons, activities, projects and games.

Supervise and participate in field trips.

Provide classroom and playground supervision.

Ensure a safe learning environment.

Prepare and serve nutritious lunches and snacks.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible day care experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in early childhood development or a related field.

WORKING CONDITIONS

Environmental Conditions:

Classroom and playground environment; exposure to noise, inclement weather conditions; potential exposure to infectious diseases or human body fluids; extensive contact with children.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking or standing for prolonged periods of time; moderate or light lifting and carrying; repeated bending.